



INSPECTIONS



IT'S INSPECTION TIME AGAIN!

Inspections may occur any day of the week and at any time of the day that services are being performed or that you are open for business.



If you wish, the inspector will be glad to have you accompany him or her during the inspection. However, the inspector is on a schedule, just like you, and may not be able to wait before beginning the inspection.



Please be prepared to spend a few minutes with the inspector at the end of the inspection. The inspector will explain the report and answer any questions you may have regarding the inspection.



Please direct questions to the Enforcement Division at the address/telephone number below.

**Board of Barbering & Cosmetology
Enforcement Division
P.O. Box 944226
Sacramento, CA
94244-2260
(916) 445-0713**

SELF-INSPECTION

Conducting occasional self-inspections will help you remain in compliance with the rules and regulations of this Board, and the laws of California. It may also reduce the number of violations cited during an inspection. The owner of the salon, as well as licensees working in the salon, will be cited if violations exist at the time of Board's inspection. The following guidelines will assist you with self-inspections. The answers to all questions should be "YES" except in the "Other" section, where all answers should be "NO."

ESTABLISHMENT LICENSE (All answers should be "YES")

- Do you have an establishment license?
- Is your establishment license valid (not expired)? Only valid licenses may be displayed. All others will be taken by the inspector.
- Is the **original** license posted? Photocopies are illegal.
- Is the ownership and address on the license correct? If not, you need to apply for a new establishment license.
- Is the most recent Health and Safety Rules poster conspicuously posted in the reception area? *(Call us if you need one.)*
- Do you have a licensee in charge? There **must** be a licensee in charge for purposes of the inspection.
- If your establishment is in a private residence, does it have an entrance separate from the private living quarters entrance?

PERSONAL LICENSES (All answers should be "YES")

- Is everyone required to be licensed actually licensed?
- Is each person's license valid (not expired)? Only valid licenses may be displayed. All others will be taken by the inspector.
- Is the original license posted? Photocopies are illegal.
- Is each license conspicuously posted in the licensee's primary work area? (The license must be posted whenever the licensee is working.)
- Does each licensee have a valid government-issued photo identification with him or her whenever working?

SANITATION / HEALTH & SAFETY (All answers should be "YES")

- Do you have containers large enough for proper disinfection? All (non-electrical) items being disinfected must be fully immersed. The container must be covered at all times.
- Do you have a sufficient supply of disinfectant? The label on the disinfectant must show that it is EPA-registered with demonstrated bactericidal (disinfectant), virucidal, and fungicidal activity.
- Is the manufacturer's label on the premises for verification?
- Are the correct disinfection procedures being followed on both electrical and non-electrical equipment?
- Is the disinfectant used according to manufacturer's instructions?
- Are all supplies that cannot be disinfected disposed of in a waste receptacle immediately after use?

MORE INFO

Each Board inspector carries an official identification card. If you have any question about the identity of an inspector, ask to see his or her official identification card.



DISINFECTION

For Non-Electrical

1. **Wash** in soapy water
2. **Rinse** in clean water
3. **Dry** with clean cloth
4. **Totally** immerse in an EPA-registered disinfectant used according to manufacturer's instructions
5. **Dry** with clean cloth
6. **Store** in clean, covered place which is labeled as such.

For Electrical

1. **Remove** all foreign matter
2. **Disinfect** with approved disinfectant according to manufacturer's instructions
3. **Store** in clean, covered place.



ADDRESS CHANGES

All licensees must notify the Board of a change of address within 30 days of the change. Licenses and renewal notices are **not** forwarded.



LICENSE RENEWAL

Working with an expired license is considered working **unlicensed**.

Licenses expired over 5 years will not be renewed.

SANITATION / HEALTH & SAFETY -- Continued

- Are neck strips or towels used to protect each patron's neck?
- Are clean instruments stored separately from soiled instruments? Are the soiled instruments stored in a receptacle labeled "soiled" or other such designation?
- Do the clean instruments look clean? Are they stored in a covered receptacle labeled "clean" or other such designation?
- Are the floors, walls, ceilings, furniture, furnishings, and fixtures clean and in good repair?
- Is there hot and cold running water in the establishment?
- Is there a public toilet room? Is it clean?
- Is toilet paper provided and is it on a holder?
- Are there hand washing facilities with hot and cold running water in, or adjacent to, the toilet room? Is soap (liquid or powder, not "community" bar, soap) provided?
- Are sanitary towels provided for hand drying? "Community" towels are not permitted.
- Is the toilet room clear of all storage? There can be no storage of supplies, mops, buckets, etc., in the toilet room.
- Is potable drinking water supplied? Are disposable cups provided?
- If drinking water is from a fountain, is the fountain clean and the jet at least 2" high?
- Is there at least one covered waste receptacle for disposal of hair?
- Are clean towels stored in a closed, clean cabinet?
- Are used towels stored in a closed container?
- Is all waste disposed of promptly so there is no accumulation? Accumulation of waste (hair) on the floor can be very dangerous.
- Are all employees and their attire clean?
- Do all employees wash their hands before servicing each client?
- Are headrests and/or treatment tables covered with a clean towel, sheet, or paper for each client?
- Are shampoo bowls and sinks clean and in good repair? Has the hair trap been emptied?
- Are all containers correctly labeled, **including spray water bottles**?
- Are poisonous substances labeled as such?
- If only a portion of a cosmetic preparation is used, is it removed from the container so as not to contaminate the remaining portion?

OTHER (All answers should be "NO")

- Do employees carry supplies or instruments on or in their garments? This includes scissor holsters and hair clips.
- Are prohibited services being offered?
- Are there any supplies, equipment, or instruments in the establishment, which are out of the ordinary for the type of business conducted, e.g., chemicals, scalpels, medical supplies, etc.?
- Is the establishment used for sleeping or residential purposes?
- Is there any animal in the establishment causing unsanitary conditions?
- Is the establishment used for any purpose or in any way that would make it unsanitary?
- Are there any illegal metal instruments being used or stored in the establishment, such as razor callous shavers (credo blades), metal scrapers (graters), etc.?